Policy 13-700

Medical and Compassionate Withdrawal and Course Load Reduction Requests

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I. Title

13-700 Medical and Compassionate Withdrawal and Course Load Reduction Requests

II. Policy

A. University students face a number of potential stressors, both on and off campus. Unexpected circumstances, changes in emotional or physical health, and family crises can negatively affect a student’s ability to be academically successful. When these circumstances occur, students may contact their academic advisor, who can help them utilize resources provided by the University, including Health Services and Counseling and Psychological Services, or the advisors can refer them to external resources that may assist them through difficult times while attending UTA. Early intervention may prevent further difficulties such as failing grades, academic probation or suspension, loss of financial aid, loss of a student visa, or worsening of a physical or emotional condition.

B. If it is past the deadline to drop or withdraw from courses, a medical or compassionate withdrawal may be requested through the Dean of Student’s Office. Medical withdrawal requests may be made in extraordinary cases in which serious illness or medical injury or another significant personal situation prevents a student from continuing his or her classes and when incompletes or other arrangements with instructors are not possible. Medical withdrawal requests cover both physical and mental health difficulties. Compassionate withdrawals may be requested when extraordinary personal circumstances not related to the student’s personal physical or mental health occur, such as care of a seriously ill child or spouse or the death of a student’s immediate family member.
C. The student will be informed of documentation requirements specific to their situation by the Dean of Students.

D. Withdrawal for medical reasons must be approved by the Dean of Students or designee.

E. The University is not responsible for debts contracted by a withdrawing student or by a registered student organization with which a withdrawing student may be associated. The University does have a request for waiver of tuition and fees process that the student can enact independently of the medical withdrawal request. More information on the Tuition and Fee Refund Appeals can be found at https://www.uta.edu/records/services/tuition-and-fee-refund-appeals.php.

F. An academic advisor may suggest a reduction in the student's course load, when feasible, as an alternative to complete withdrawal from the University. The advisor will provide the student with all procedural and documentation requirements.

G. All supporting documentation will be considered confidential and treated as such. Documentation may include the student’s request and required documents in support of the request and related records of other departments that may be involved in processing the request. These departments may include the registrar's office, financial aid, student accounting services, international student services, and the veterans' resource office.

H. Withdrawal from a course or from the University may impact financial aid awards, grants, loans, and may require repayment of previously received aid. Withdrawal may effect visa status of international students. Withdrawal from a cohort program may prevent a student from re-enrolling until the following year.

III. Definitions

N/A.

IV. Relevant Federal and State Statutes

N/A

V. Relevant UT System and UTA Policies, Procedures, and Forms

N/A

VI. Who Should Know

UTA students and registered student organizations

VII. UTA Officer(s) Responsible for Policy

Vice President for Student Affairs

VIII. Dates Approved or Amended

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IX. **Contact Information**

All questions concerning this policy should be directed to the Dean of Students.